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"Transmitted via Email"

June 9, 2005

MINNESOTA BULLETIN NO. 360-5-35

SUBJECT: PER - EMPLOYEE DEVELOPMENT - TRAINING NEEDS INVENTORY

Purpose. To collect training needs for fiscal year 2006.

Expiration Date. December 31, 2005.

ACTION REQUIRED BY: JULY 15, 2005

The MN Natural Resources Conservation Service (NRCS) Employee Development Committee is collecting Training Needs Inventories at this time to coincide with the National Employee Development Center's time line for FY 2006 requests. We will again be using ICAMS (Internet Combined Administrative Management System) to collect the Training Needs Inventory (TNI). The Employee Development Committee is asking all employees to submit training needs to their respective Area Administrative Coordinator. **Please read the entire bulletin before attempting to make training requests.**

THE TRAINING NEEDS INVENTORY IS IMPORTANT.

The Area and State Training Teams will decide which courses to conduct based on the inventory and budget constraints. It is your responsibility to request training needed to carry out your duties.

EMPLOYEE DEVELOPMENT PLANS

Every individual should have an Employee Development Plan that reflects the training needs of that person to grow and develop in their career to their full potential. **These plans need to be created with the employee's immediate supervisor and should be part of the performance review process.**

SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring each employee is afforded the opportunity to participate in available training events. Employees and supervisors are jointly responsible for creating an Employee Development Plan that best reflects individual needs. If training needs in the EDP cannot be met through on the job training (OJT) then the employee needs to make TNI requests. Requests from the TNI will be addressed by the Area Offices, the State Office, Board of Water & Soil Resources BWSR, or the National Employee Development Center (NEDC).

Soil & Water Conservation District (SWCD) Managers please review TNI requests with your employees and your SWCD Boards for approval and budgeting.

AREA OFFICE TRAINING TEAMS

Area Office Training Teams around the state are comprised of NRCS, SWCD, BWSR, Minnesota Association of Conservation District Employees (MACDE), Watershed District (WD) employees, and Local Water Planners. The function of the Area Office Training Teams is to disseminate information, develop training inventories, and provide training.

NRCS EMPLOYEE DEVELOPMENT COMMITTEE

The NRCS Employee Development Committee (EDC) will review statewide TNI requests. The NRCS EDC will then develop the State Training Plan based on requests from the Area Office Training Teams and ICAMS statewide inventories.

ACTIONS TO BE TAKEN BY June 30, 2005 (see attachments for specific instructions).

- 1. Review the list of available courses from ICAMS. (SWCD employees please work with your NRCS District Conservationist to view the list of courses from ICAMS.)**
- 2. Select courses and obtain approval from your supervisor.**
- 3. Submit the list of approved courses via email to Area Administrative Coordinators (state office employees send approved list to Charles Montgomery). Include Course Code and Course Title.**
- 4. NRCS employees can request their own courses through ICAMS – Employee Self Serve – Tasks – Training – catalog or non-catalog courses.**

The courses will then be entered into ICAMS and NRCS management will use this information to determine what courses will be scheduled.

WILLIAM HUNT
State Conservationist

Attachments

DIST: MN-AE
All SWCD Employees
All BWSR Employees

(Attachment 1)

DATE: June 2005

TO: NRCS and Conservation Partners

FROM: NRCS Training Committee

SUBJECT: Training requests for ICAMS entry

Specific instructions for requesting training - Catalog Courses (attachment #1).

Review the list of available courses from ICAMS.

- a) Login to ICAMS. Use the web site <https://icams.usda.gov> Internet Explorer is recommended.
- b) Click on "Employee Self Service".
- c) Click on "View".
- d) Click on "Course Catalog".
- e) In the Course Code box, type "mn" for Minnesota courses or "0" for National Employee Development Center courses and in the Sub-Agency box, type "16", then click "Search".
- f) Under Search Results, click "View All".
- g) Click on any of the highlighted columns to see the course description.
- h) Click on "Return to Search" to display the list of courses again.
- i) For training needs not listed in the course catalog, refer to the Non-Catalog course instructions (attachment #2).

Partner Employees:

The recommended method is to work with an NRCS employee and use the steps above. The most up to date course information will be found on the ICAMS web site. Partner employees currently do not have an ID and password to ICAMS.

1. Select courses and obtain approval from your supervisor.

NRCS:

- a) Compile a list of courses, including both the Course Code and Course Title.
- b) Review this list with your supervisor and obtain their approval.

Partners:

- a) Compile a list of courses, including both the Course Code and Course Title.
- b) Review this list with your supervisor and obtain their approval. Remember to consider budgets and travel costs.

2. Submit the list of approved courses via email to Area Administrative Coordinators (state office employees send approved list to Charles Montgomery). Include the Course Code and Course Title.
3. NRCS employee can submit their own requests through ICAMS – employee self service – tasks – training – request catalog courses.

(Attachment 2)


DATE: June 2005

TO: Conservation Partners

FROM: NRCS Training Committee

SUBJECT: Training requests for ICAMS entry
Non Catalog course instructions (attachment #2)

NRCS employees only

- a) Login to ICAMS. Use the web site <https://icams.usda.gov>
Internet Explorer is recommended.
- b) In the "Employee Self Service" window, click on "Tasks".
- c) Click on "Training".
- d) Click on "Non Catalog Course".
- e) Enter a course title and start date. Try to be descriptive. And Click on "Add".
- f) Fill out the following required fields. Use the drop down boxes and lookup button (). If you put "mn" in the Vendor ID field before clicking the lookup button you will get only Minnesota vendors.
 - 1) End Date
 - 2) Vendor Name
 - 3) Total Hours
 - 4) Purpose
 - 5) Spl Interest
 - 6) Type
 - 7) Source
 - 8) Vendor Address
 - 9) Training Location Indicator
- g) Make sure to scroll down and click on "Save".
- h) Once you have clicked save, either click on "Sign Out" to quit or click on "Tasks" to enter another course (this returns you to step "b"). These options are at the top of the screen.
- i) **This information goes to your Supervisor's Worklist in ICAMS. Approval will follow current MN-PER-025 process.**

(Attachment 3)

DATE: June 2005

TO: Conservation Partners

FROM: NRCS Training Committee

SUBJECT: Training requests for ICAMS entry
National Employee Development Center (NEDC) courses

The FY 2006 Training Inventory will be conducted on-line through the use of the Integrated Combined Administration Management System (ICAMS). Presently only NRCS employees have an ICAMS ID and password to enter their training requests. The NRCS Area Administrative Coordinators (AAC) will have the authority to add non-NRCS individuals into the ICAMS training database. With the foreseen heavy workload, it is imperative that our conservation partners send only needed training requests to the AAC's. Therefore, we ask that you limit your requests to the top three choices. Previous training verification will be needed if the National Employee Development Center (NEDC) course requires a prerequisite course.

The NEDC inventory consists of courses that are sponsored either nationally or regionally. It is extremely important that an individual and his/her supervisor(s) are aware of the cost to attend NEDC's courses. Most of the courses are usually held out of state and for 3-5 days. Please figure \$1500 per course for your training budget purposes.

Attached is a form that will be required prior to the AAC entering your training information into the database. The District Manager and a District Supervisors signature will be required that they agree to set aside money in their training budget so that an employee can attend. Typically, NRCS has paid for the course fee for our conservation partners. Districts are responsible for the travel, lodging and meal expenses.

If you have any questions, please contact your training committee representative or the AAC.

*CONSERVATION PARTNERS
TRAINING REQUEST*

FISCAL YEAR _____

Employee's Name: _____

Employer: _____

Address: _____

Phone number: _____

Name of Course: _____ Code number: _____
Prerequisite met? ____ Yes and when _____ or ____ N/A

Name of Course: _____ Code number: _____
Prerequisite met? ____ Yes and when _____ or ____ N/A

Name of Course: _____ Code number: _____
Prerequisite met? ____ Yes and when _____ or ____ N/A

The above employee is approved to attend the course(s) and we have money set aside for his/her training expense.

District Manager: _____ Date: _____

SWCD Supervisor: _____ Date: _____

Please return to the NRCS area office for AAC to input into ICAMS.

June 2005